



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 796.3

Job Title: **MULTI-DISCIPLINE INSPECTOR**

Pay Grade: 21

GENERAL SUMMARY:

Enforces and maintains the understanding and application of building codes and ordinances for structural, electrical, plumbing and mechanical facilities, structures and systems.

RESPONSIBILITIES:

- Identifies, schedules, conducts and reviews various types of inspections of structural, electrical, plumbing and mechanical installations to ensure compliance with regulations.
- Enters data from forms and reports to track and maintain project performance and status on computer.
- Handles all inquiries from technical professionals and general public to increase knowledge and insight of code requirements.
- Reviews occupancy plan reviews and investigations.
- Arranges transportation to and from work locations.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in a field closely related to the area of inspection to be performed; or a high school diploma/GED and certification/licensing in a technical specialty program of over 18 months in the area of inspection to be performed. May require valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Four years of journey level experience in building trades construction, with two of these years in inspections.

Licenses: Must obtain a State of Texas Plumbing Inspector's license within 90 days of appointment into this classification. International Conference of Building Officials certification as either Plan Examiner, Plumbing Inspector, Mechanical Inspector or Building Inspector.

Council of American Building Officials One & Two Family Dwelling Code Certification or International Conference of Building Officials Combination Inspector disciplines.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Inspector Trainee
Community Service Inspector
Inspector
Senior Inspector or Multi-Discipline Inspector
Assistant Chief Inspector
Chief Inspector

Effective Date: October 1990

Revised Date: September 1999